

GOVERNOR'S OFFICE OF CRIMINAL JUSTICE PLANNING
(DOMESTIC VIOLENCE ASSISTANCE PROGRAM (DVAP))
REQUEST FOR APPLICATIONS (RFA)

PART III - APPLICATION FORMS

**OFFICE OF CRIMINAL JUSTICE PLANNING
DOMESTIC VIOLENCE ASSISTANCE PROGRAM (DVAP)
AT-A-GLANCE CHECK LIST**

This checklist is provided to assist the applicant in ensuring that a complete application is submitted to OCJP. When completed, each of the **three copies** of the application should be comprised of the following components:

Standard Grant Award Forms

- ☐ Grant Award Face Sheet (see General Instructions and Application Forms, OCJP A301)
- ☐ Resolution (see General Instructions)
- ☐ Project Service Area Information (see General Instructions)
- ☐ Project Contact Information (see General Instructions)
- ☐ Certification of Assurance of Compliance (see General Instructions and Application Forms, OCJP 656)

Project Narrative

- ☐ Plan – Objectives (see Programmatic Instructions)
- ☐ Implementation – Activities (see Programmatic Instructions)

Budget

Submit all documentation as appropriate to support items budgeted in the application.

- ☐ Project Budget Form OCJP A303a - Personal Services Salaries/Employee Benefits (see Programmatic Instructions, Application Forms and Grantee Handbook, Section 2100)
- ☐ Project Budget Form OCJP A303b - Operating Expenses (see Programmatic Instructions, Application Forms and Grantee Handbook, Section 2200)
- ☐ Project Budget Form OCJP A303c - Equipment (see Programmatic Instructions, Application Forms and Grantee Handbook, Section 2300)

Application Appendix

Required:

- ☐ Documentation of Non-Profit Status (see Programmatic Instructions)
- ☐ Organizational Chart (see Programmatic Instructions)
- ☐ Operational Agreement Summary Form (see Programmatic Instructions and Application Forms)
- ☐ 40-hour Domestic Violence Training Agenda (See Programmatic Instructions)

Optional Forms:

- ☐ Certification for Advance of Grant Funds (see Application Forms and Grantee Handbook, Section 6311, Appendix F) Must include a Report of Expenditures and Request for Funds Form #201
- ☐ Request to Submit Quarterly Reports of Expenditures and Request for Funds – CBO's only (see Application Forms and Grantee Handbook, Section 6320, Appendix G)
- ☐ Bond Requirement (see Grantee Handbook, Section 2160)
- ☐ Sole/Single Source Information (see Application Forms and Grantee Handbook, Section 4500)
- ☐ Additional Signature Authorization (see Application Forms)
- ☐ Emergency Fund Procedures (see Application Forms and Grantee Handbook, Section 2235)

GOVERNOR'S OFFICE OF CRIMINAL JUSTICE PLANNING (OCJP A301)
GRANTAWARD FACE SHEET

The Office of Criminal Justice Planning, hereafter designated OCJP, hereby makes a grant award of funds to the following **Administrative Agency (1)**

hereafter designated Grantee, in the amount and for the purpose and duration set forth in this grant award.

(2) Implementing Agency Name

Contact _____ **Address** _____

_____ **Telephone ()**

(3) Project Title (60 characters maximum)	(6) Award No.
(4) Project Director (Name, Title, Address, Telephone) (four lines maximum)	(7) Grant Period
	(8) Federal Amount
	(9) State Amount
(5) Financial Officer (Name, Title, Address, Telephone) (four lines maximum)	(10) Cash Match
	(11) In-Kind Match
	(12) Total Project Cost

This grant award consists of this title page, the proposal for the grant which is attached and made a part hereof, and the Assurance of Compliance forms which are being submitted. The grant recipient signifies acceptance of this grant award and agrees to administer the grant project in accordance with the statute(s), the Program Guidelines, this Request for Application (RFA) and the OCJP Grantee Handbook. The Grant recipient further agrees to all legal conditions and terms incorporated by reference in the Program Guidelines, this RFA, and the OCJP Grantee Handbook.

<p style="text-align: center;"><u>FOR OCJP USE ONLY</u></p> <p>Item: _____</p> <p>Chapter: _____</p> <p>PCA No.: _____</p> <p>Components No.: _____</p> <p>Project No.: _____</p> <p>Amount: _____</p> <p>Split Fund: _____</p> <p>Split Encumber: _____</p> <p>Year: _____</p> <p>Fed. Cat. #: _____</p> <p>Match Requirement: _____</p> <p>Fund: _____</p> <p>Program: _____</p> <p>Region: _____</p>	<p>(13) Official Authorized to Sign for Applicant/Grant recipient</p> <p>_____</p> <p>Name: _____</p> <p>Title: _____</p> <p>Address: _____</p> <p>Telephone: () _____</p> <p>Date: _____</p> <p>I hereby certify upon my own personal knowledge that budgeted funds are available for the period and purposes of this expenditure stated above.</p> <p>_____</p> <p>____ Fiscal Officer, OCJP Date</p> <p>_____</p> <p>____ Executive Director, OCJP Date</p>
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RESOLUTION INSTRUCTIONS

Note: The resolution must include all of the elements contained in the sample. Unless there is a compelling reason not to do so, OCJP strongly suggests that the project follow the exact format and language provided in the sample Resolution. This will assure that the processing of the Grant Award Agreement and the request for funds are not seriously delayed because the language of the Resolution does not meet OCJP's requirements.

- (1) Enter the full name of the board or council making the resolution.
- (2) Enter the title of the proposed project. This should be the same as the title of the proposed project on the Grant Award Face Sheet (OCJP A301).
- (3) Enter the full title of the administrator or executive who is authorized to submit the proposal.
- (4) Enter the full title of the organization that will submit the proposal.
- (5) Enter board or council, whichever is appropriate.
- (6) Enter the same as item (1).
- (7) Enter the same as item (5).
- (8) Enter the date of the meeting in which the resolution was adopted.
- (9) Enter the votes of the members in the appropriate category.
- (10) Enter the signature of the person signing on behalf of the board or council.
- (11) Enter the date of the certification.
- (12) Enter the typed name and title of the person making the certification.
- (13) Enter the signature of the person attesting that this is a true copy of the resolution. This must be a person other than the person who signed on behalf of the board or council [see item (10)].
- (14) Enter the date attested.
- (15) Enter the typed name and title of the person attesting.

SAMPLE RESOLUTION

RESOLUTION OF THE GOVERNING BOARD

WHEREAS the (1) (applicant) desires to undertake a certain project designated (2) (project title) to be funded in part from funds made available through the _____ Program administered by the Office of Criminal Justice Planning (hereafter referred to as OCJP).

NOW, THEREFORE, BE IT RESOLVED that the (3) (designated official by title only) of the (4) (county/city or organization) is authorized, on its behalf to submit the attached proposal to OCJP and is authorized to sign and approve on behalf of (5) (governing board) the attached Grant Award Agreement including any extensions or amendments thereof.

BE IT FURTHER RESOLVED that the applicant agrees to provide all matching funds required for said project (including any amendment thereof) under the Program and the funding terms and conditions of OCJP and that the cash match will be appropriated as required.

IT IS AGREED that any liability arising out of the performance of this Grant Award Agreement, including civil court actions for damages, shall be the responsibility of the grant recipient and the authorizing agency. The State of California and OCJP disclaim responsibility for any such liability.

BE IT FURTHER RESOLVED that grant funds received hereunder shall not be used to supplant expenditures controlled by this body.

I hereby certify that the foregoing is a true copy of the resolution adopted by the (6) (governing body) of (7) (unit of local government or organization) in a meeting thereof held on (8) (date) by the following:

Vote: (9)

Ayes:

Noes:

Absent:

Signature: (10) _____

Date: (11) _____

Typed Name and Title: (12) _____

ATTEST: Signature: (13) _____

Date: (14) _____

Typed Name and Title: (15) _____

PROJECT SERVICE AREA INFORMATION

1. COUNTY OR COUNTIES SERVED: Enter the name(s) of the county or counties served by the project. Put an asterisk where the principal office of the project is located.

[STAFF NOTE: Include items 2, 3 and 4 only if required by the federal funding source.]

2. U.S. CONGRESSIONAL DISTRICT(S): Enter the number(s) of the U.S. Congressional District(s) which the project serves. Put an asterisk for the district where the principal office of the project is located.
3. STATE ASSEMBLY DISTRICT(S): Enter the number(s) of the State Assembly District(s) which the project serves. Put an asterisk for the district where the principal office of the project is located.
4. STATE SENATE DISTRICT(S): Enter the number(s) of the State Senate District(s) which the project serves. Put an asterisk for the district where the principal office of the project is located.
5. POPULATION OF SERVICE AREA: Enter the total population of the service area served by the project.

PROJECT CONTACT INSTRUCTIONS

1. Provide the name, title, address, telephone number, and e-mail address for the person having day-to-day responsibility for the project.
2. Provide the name, title, address, telephone number, and e-mail address for the person to whom the person listed in #1 is accountable.
3. Provide the name, title, address, telephone number, and e-mail address for the Chief Executive of the implementing agency.
4. Provide the name, title, address, telephone number, and e-mail address for the Chair of the Governing Body of the implementing agency.
5. Provide the name, title, address, telephone number, and e-mail address for the person responsible for the project from the applicant agency.

PROJECT CONTACT INFORMATION

Applicant: _____

Implementing Agency (if applicable): _____

Project Title: _____

Grant Number (to be added by OCJP): _____

Provide the name, title, address, telephone number, and e-mail address for the project contact persons named below. **If a section does not apply to your project, enter "N/A."**

1. The person having day-to-day responsibility for the project:

Name:

Title:

Address:

Telephone Number: ()

Fax Number: ()

E-Mail Address:

2. The person to whom the person listed in #1 is accountable:

Name:

Title:

Address:

Telephone Number: ()

Fax Number: ()

E-Mail Address:

3. The executive director of a nonprofit organization or the chief executive officer (e.g., chief of police, superintendent of schools) of the implementing agency:

Name:

Title:

Address:

Telephone Number: ()

Fax Number: ()

E-Mail Address:

4. The chair of the governing body of the implementing agency: (Provide address and telephone number other than that of the implementing agency.)

Name:

Title:

Address:

Telephone Number: ()

Fax Number: ()

E-Mail Address:

5. The person responsible for the project from the applicant agency, if different than #1:

Name:

Title:

Address:

Telephone Number: ()

Fax Number: ()

E-Mail Address:

CERTIFICATION OF ASSURANCE OF COMPLIANCE INSTRUCTIONS

All applicants must submit the Certification of Assurance of Compliance with the Grant Award Forms Package. By signing the Grant Award Face Sheet and the Certification of Assurance of Compliance (OCJP 656, Rev. 7/97), and submitting the Grant Award Forms Package to OCJP, the applicant acknowledges awareness of and the responsibility to comply with all specified state and federal requirements.

1. Equal Employment Opportunity

a. General EEO Rules and Regulations

- 1) California Fair Employment and Housing Act (FEHA) and its Implementing Regulations, California Administrative Code, Title 2, Division 4, Fair Employment and Housing Commission:

The FEHA declares it illegal in California to discriminate against anyone in employment because of race, religious creed, color, national origin, ancestry, physical handicap, medical condition (cancer related), marital status, sex or age (over 40). The objectives of the FEHA and these regulations are to promote equal employment opportunity and to assist all persons in understanding their rights, duties and obligations, so as to facilitate achievement of voluntary compliance with the law.
- 2) California Government Code Article 9.5, Sections 11135-11139.5 and its Implementing Regulations California Administrative Code, Title 22, Sections 98000-98413; Title VI of the Civil Rights Act of 1964:

These sections mandate comprehensive state and federal civil rights regulations prohibiting discrimination or denial of benefits to persons who are under programs or activities receiving financial assistance from the State of California or the federal government.
- 3) Title V, Section 504 of the Rehabilitation Act of 1973 (29 USCS Section 974); Government Code Section 4450, et seq.

These state and federal regulations mandate that qualified persons with disabilities will not be excluded from, denied benefits of, or discriminated against solely on the basis of their disabilities, under any program or activity that receives financial assistance from OCJP. Further, all facilities used by OCJP funded projects shall be made reasonably accessible to and usable by the physically handicapped.

These regulations also provide that employers shall make reasonable accommodation to the physically handicapped, unless the employer can demonstrate that such accommodation would impose undue hardship.
- 4) The Americans with Disabilities Act of 1990 (ADA), 42 USC, Sections 12101 et seq., and U.S. Department of Justice Implementing Regulations, 28 CFR, Part 35:

The ADA guarantees equal opportunity for individuals with disabilities in public and private sector services and employment. A comprehensive anti-discrimination law for persons with disabilities, the ADA extends to virtually all sectors of society and every aspect of daily living (i.e., work, leisure, travel communications and more).

b. Federally Funded Projects - 28 CFR, Part 42, Nondiscrimination; Equal Employment Opportunity; Policies and Procedures (U.S. Department of Justice)

- 1) Requires agencies receiving federal financial assistance from OCJP to prepare an Equal Employment Opportunity Program (EEOP) upon meeting the following criteria:
 - Grantee has 50 or more employees;
 - Grantee has received a total of \$25,000 or more in grants or subgrants since 1968 (for grants of \$500,000 and more see 2); and
 - Grantee has a service population of 3% or more minority representation (if less than 3% the EEOP must be prepared to focus on women).

Effective Fiscal Year 1992/93, the criteria and requirements apply to the "implementing agency" responsible for the day-to-day operation of the project (e.g., Probation Department, District Attorney, Sheriff).

Please note that upon submission of the Certification of Assurance of Compliance to OCJP, the applicant certifies that the agency has an EEOP on file or will formulate, implement, and maintain an EEOP within 60 calendar days of the date the Grant Award Face Sheet (OCJP A301) is signed by the Executive Director of OCJP. This certification further commits the agency to submit to OCJP a copy of its EEOP within 60 calendar days of the Executive Director's signature on the OCJP A301. **The EEOP must be developed for the implementing agency.**

- 2) All applicants for federal grants funds of \$500,000 or more must submit a copy of the current EEOP developed for the implementing agency, or federal letter of compliance, to OCJP with the Grant Award Forms Package. No Grant Award Agreement in this amount will be approved until OCJP receives approval of the applicant's EEOP from the federal government.
- 3) Projects who have previously received a total of \$25,000 or more in grant funds, or a single award in the amount of \$500,000 or more, and have an approved EEOP on file with OCJP, are required to submit an annual update of their EEOP if funds are continued. The timeframe for EEOP updates are the same as are identified in 1) and 2) above and must cover the implementing agency.

c. State Funded Grants and Community-based Organizations (CBOs)

State funded grants and CBOs are exempt from the federal government requirement of developing an EEOP, pursuant to 28 CFR, Part 42, Subpart E; however, they are monitored by the U.S. Department of Health and Human Services in EEO compliance matters.

d. Additional Requirements for ALL OCJP Grantees

- 1) In addition to the Certification of Assurance of Compliance (OCJP 656), all OCJP grantees must have a current year EEO Policy Statement, established by their agency, posted in a prominent place accessible to employees and applicants (See Grantee Handbook, Appendix V).
- 2) The poster entitled "**Harassment or Discrimination in Employment is Prohibited by Law**" (See Grantee Handbook, Appendix W) also must be posted in a conspicuous location accessible to employees and applicants for employment. This poster may be obtained from the local office of the Department of Fair Employment and Housing (DFEH).

The Equal Employment Opportunity Program Guidelines may be obtained by contacting the EEO Compliance Office at (916) 327-3689. Additionally, applicants are encouraged to contact their Personnel Office or Affirmative Action Office for EEO information and assistance.

2. Drug-Free Workplace

Senate Bill 1120 (Chapter 1170, Statutes of 1990) established the Drug-Free Workplace Act of 1990 ("the Act") which requires grantees to maintain a drug-free workplace, as does the federal Drug-Free Workplace Act of 1988. By signing the Certification of Assurance of Compliance, the applicant formally notifies OCJP, as the granting/monitoring agency, that the applicant will comply with the provisions of the Act.

A copy of the Drug-Free Workplace Certification is included in the Grantee Handbook, Appendix O, to serve as a guide for the development of the agency's statement.

3. Environmental Impact

The California Environmental Quality Act (CEQA) (Public Resources Code, Division 13, Section 21000 et seq.) requires that a Lead Agency (the public agency which has principal responsibility for carrying out or approving a project which may have a significant effect on the environment) prepare an environmental document on the project. For purposes of CEQA, the Lead Agency is the city or county planning department. If this requirement has previously been met, the applicant must sign and submit OCJP 656 confirming compliance.

NOTE: State agencies applying for OCJP grant funds must meet all CEQA requirements outlined above. Each agency has the authority to determine which of the designated categories applies. All notices must be filed with the Office of Planning and Research (OPR) instead of with a local planning department, and kept on file with the project.

Public school districts and county Offices of Education applying for OCJP grants must also meet all CEQA requirements. OCJP 656 must be completed and submitted to OCJP. Public school districts may have lead agency authority to determine which of the designated CEQA categories applies. Evidence of this category determination must be completed and kept in the applicant's project files.

All applicants selected for funding other than state agencies, public school districts and county Offices of Education should contact their city or county planning department to determine which of the designated categories listed in Section 2, Evidence of Compliance, applies.

A project is defined as the whole of an action which has a potential for resulting in a physical change in the environment, directly or ultimately. For the purposes of this package, a project can include, but is not limited to:

- An activity involving the issuance of a lease, permit, license, certificate, or other entitlement for use by one or more public agencies, such as the leasing of real property from a government agency (e.g., office buildings, warehouses, police stations or shelters);
- An activity involving the amendment of zoning ordinances, or the amendment of a local General Plan.

In order for OCJP to approve the funding of projects selected for funding the applicant must complete and sign the Certificate of Assurance of Compliance (OCJP 656) and maintain evidence of CEQA compliance on file. The process for completing these requirements is as follows:

a. Assurance of Compliance - Environmental Impact Statement

All applicants selected for funding must submit the OCJP Certification of Assurance of Compliance (OCJP 656) signed by the person authorized by the governing board to sign the Grant Award Agreement. This is the same signature as appears on line 13 of the Grant Award Face Sheet.

b. Evidence of Compliance

Such evidence of compliance must be maintained on file as part of the project's administrative requirements and may be any one of the four designated categories described below.

A sample format is included in the Grantee Handbook, Appendix U. The applicant/grantee may present this form to the Lead Agency for review. The planning department may sign this form, or may prepare a document which describes the applicant's compliance with CEQA.

1) Category 1

A **statement**, signed and dated by the planning department, citing the CEQA Guidelines (California Administrative Code, Title 14, Division 6, Section 15061 (b)(3)) and stating that the Lead Agency can say with certainty that there is no possibility that the activity in question may have a significant effect on the environment and that the project is not subject to CEQA.

2) Category 2

A **Notice of Exemption** filed with the county clerk of the county or counties in which the project will be located, if the proposed project falls under the provisions for **statutory or categorical exemptions** of the CEQA Guidelines (California Administrative Code, Title 14, Division 6, Sections 15260-15329). Such filing will result in a date stamped on the notice. Normally, this notice is filed by the planning department. The applicant may file the notice instead, but must maintain a certified document issued by the planning department stating that this agency has found the project to be exempt. As evidence of CEQA compliance, a date stamped copy of that notice must be maintained by the applicant in the project files.

3) Category 3

A **Negative Declaration** prepared in accordance with CEQA Guidelines (California Administrative code, Title 14, Division 6, Section 15000 et. seq.), if the proposed project is determined to have no potential to significantly effect the environment. As part of the Negative Declaration process, the planning department must give the general public and affected public agencies an opportunity to review the proposed Negative Declaration, and must consider any comment. After completion of the Negative Declaration process, a Notice of Determination must be filed with the county clerk within five (5) working days after the Lead Agency approves the project. A copy of the Notice of Determination must also be filed with the Office of Planning and Research State Clearinghouse. As evidence of CEQA compliance, a date stamped copy of that notice must be maintained by the applicant in the project files.

4) Category 4

An **Environmental Impact Report (EIR)** prepared in accordance with the CEQA guidelines, if the proposed project may significantly impact the environment. As with the Negative Declaration, the EIR must be circulated for public and agency review. Additionally, the planning department must respond in writing to any comments made on the draft EIR, and must adopt measures to mitigate any environmental impacts that have been determined to be significant, or provide justification as to why mitigation of an impact is not feasible.

At the end of that process, a Notice of Determination (NOD) must be filed with the County Clerk within five (5) working days after the Lead Agency approves the project. A copy of the NOD must also be filed with the State Clearinghouse. As evidence of CEQA compliance, a date stamped copy of that notice must be maintained by the applicant in the project files.

4. Lobbying

OCJP grant funds shall not be used for the purposes of lobbying (see Grantee Handbook, Section 2240.2).

As required by Section 1342, Title 31 of the U.S. Code, applicants selected for funding must review and certify that no federal funds will be used for lobbying. By signing the Assurance of Compliance form, the applicant formally certifies to notify OCJP, as the granting/monitoring agency, that the applicant selected for funding will comply with the provisions of the Act.

5. Debarment, Suspension and Other Responsibility Matters (for federally funded projects only)

Applicants selected for funding must certify that they will adhere to Executive Order 12549, Debarment and Suspension. By signing the Assurance of Compliance form in the Grant Award Forms Package, the applicant certifies to that effect.

CERTIFICATION OF ASSURANCE OF COMPLIANCE

Note: There are different requirements for state and federal funds. (Those affecting only federally funded projects are identified.)

I, _____, hereby certify that:
(official authorized to sign grant award; same person as line 13 on Grant Award Face Sheet)

GRANTEE: _____

IMPLEMENTING AGENCY: _____

PROJECT TITLE: _____

will adhere to all of the Grant Award Agreement requirements (state and/or federal) as directed by the Office of Criminal Justice Planning including, but not limited to, the following areas:

- I. Equal Employment Opportunity
- II. Drug-Free Workplace Act of 1990
- III. California Environmental Quality Act (CEQA)
- IV. Lobbying
- V. Debarment, Suspension, and Other Responsibility Matters
- VI. Other OCJP Certifications as Applicable

I. EQUAL EMPLOYMENT OPPORTUNITY (EEO)

A. General EEO Rules and Regulations (state and federal)

The applicant selected for funding acknowledges awareness of, and the responsibility to comply with, the following Equal Employment Opportunity requirements by signing the Grant Award Face Sheet (OCJP A301), including this Certification of Assurance of Compliance, and submitting the application to the Office of Criminal Justice Planning (OCJP).

- 1. California Fair Employment and Housing Act (FEHA) and Implementing Regulations, California Administrative Code, Title 2, Division 4, Fair Employment and Housing Commission.
- 2. California Government Code Article 9.5, Sections 11135-11139.5 and Implementing Regulations, California Administrative Code, Title 22, Sections 98000-98413.
- 3. Title VI of the Civil Rights Act of 1964.

4. Title V, Section 504 of the Rehabilitation Act of 1973 (29 USCS Section 974) and Federal Department Regulations on its implementation; Government Code Section 4450, et. seq.
5. Subtitle A, Title II of the Americans with Disabilities Act (ADA), 42 USC Sections 12131-12134 and U.S. Department of Justice implementing regulations, 28 CFR, Part 35.
6. U.S. Department of Justice Regulations, 28 CFR, Part 42, Equal Employment Opportunity, Policies and Procedures -- **applies to federally funded grants only.**

Federal and state agencies have the legal right to seek enforcement of the above items of this assurance of compliance.

All appropriate documentation must be maintained on file by the project and available for OCJP or public scrutiny upon request. Violation of these provisions may result in withholding of grant funds by OCJP.

- B. The following apply to federally funded grants only:

Note: Effective Fiscal Year 1992/93, the Federal criteria and requirements apply to the "implementing agency" responsible for the day-to-day operation of the project (e.g., Probation Department, District Attorney, Sheriff).

1. Criteria for Federal EEO Program Requirements for Grants in the Amount of \$25,000-\$499,999. (Does not apply to community-based organizations).

Federal regulations require qualified recipient agencies of federal financial assistance to prepare an Equal Employment Opportunity Program (EEOP) upon meeting all of the following criteria:

- a. Grantee has 50 or more employees.
- b. Grantee has received a total of \$25,000 or more in grants or subgrants since 1968.
- c. Grantee has a service population of 3% minority representation (If less than 3% minority population, the EEOP must be prepared to focus on women).

The EEOP must be developed for the implementing agency responsible for the day-to-day operations of the program.

2. Assurance of EEOP for Federal Grants of \$25,000-\$499,999

This implementing agency has formulated, or will formulate, implement, and maintain an EEOP within 60 calendar days of the date the Grant Award Face Sheet (OCJP A301) is signed by the Executive Director of OCJP. I also certify that the EEOP is/will be on file in the following Affirmative Action (A.A.) Office:

A.A. Officer: _____

Title: _____

Address: _____

Phone: _____

The EEOP is available for review or audit by officials of OCJP or the Federal Government, as required by relevant laws and regulations.

Additionally, I agree to submit a copy of said EEOP to OCJP (Attention: EEO Compliance Officer) within 60 calendar days of the Executive Director's signature on the OCJP A301.

3. Federal Grants of \$500,000 and Above

All applicants for federal grant funds of \$500,000 or more will submit a copy of their EEOP (developed for the implementing agency), or federal letter of compliance, to OCJP with the second stage application forms.

4. EEOP Updates for Continuing Federal Grants

Projects that have previously received a total of \$25,000 or more in federal grants, or a single award in the amount of \$500,000 or more, and have an approved EEOP on file with OCJP, are required to submit an annual update of their EEOP if funds are continued. The timeframe for EEOP updates are the same as identified in Section B, 2 and 3 above.

C. The following apply to all OCJP grantees:

1. In addition to this Certification, all OCJP grantees must have a current EEO Policy Statement, established by their agency, posted in a prominent place accessible to employees and applicants; and
2. The poster entitled "**Harassment or Discrimination in Employment is Prohibited by Law**" also must be posted in a conspicuous location accessible to employees and applicants. This poster may be obtained from the local office of the Department of Fair Employment and Housing.

II. CALIFORNIA DRUG-FREE WORKPLACE ACT OF 1990 AND FEDERAL DRUG-FREE WORKPLACE ACT OF 1988 REQUIREMENTS

The above-named organization(s) will comply with the California Drug-Free Workplace Act of 1990 of California Government Code Section 8355, et. seq., and the Federal Drug-Free Workplace Act of 1988, and implemented as 28 CFR, Part 67, Subpart F, for grantees, as defined in 28 CFR, Part 67, Sections 67.615 and 67.620 by:

- A. Publishing a statement notifying employees that unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations, as required in Government Code Section 8355(a).
- B. Establishing a Drug-Free Awareness Program as required by Government Code Section 8355(b), to inform employees about all of the following:
 - 1. The dangers of drug abuse in the workplace;
 - 2. The organization's policy of maintaining a drug-free workplace;
 - 3. Any available counseling, rehabilitation and employee assistance programs; and
 - 4. Penalties that may be imposed upon employees for drug abuse violations.
- C. Providing as required by Government Code Section 8355(c) that every employee who works on the proposed grant:
 - 1. Will receive a copy of the company's drug-free policy statement; and
 - 2. Will agree to abide by the terms of the company's statement as a condition of employment on the contract or grant.
- D. Notifying the employee in the statement required that, as a condition of employment under the grant, the employee will:
 - 1. Abide by the terms of the statement;
 - 2. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five (5) calendar days after such conviction.
- E. Notifying the agency, in writing, within ten (10) calendar days after receiving notice as required above from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position, and title to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 633 Indiana Avenue, N.W., Washington, DC 20531. Notice shall include the identification number(s) of each affected grant.

- F. Taking one of the following actions, within 30 calendar days of receiving notice, with respect to any employee who is so convicted:
1. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended;
 2. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.
- G. Making a good faith effort to continue to maintain a drug-free workplace through implementation of the above requirements.

III. CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA)

The above-named organization(s)/individual(s) will comply with the California Environmental Quality Act (CEQA) requirements as stated in the Public Resources Code, Division 13, Section 21000 et. seq. and all other applicable rules and regulations.

All appropriate documentation will be maintained on file by the project and available for OCJP or public review upon request.

IV. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented as 28 CFR, Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR, Part 69, the applicant certifies that:

- A. No federally appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal grant or cooperative agreement.
- B. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

- C. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers [including subgrants, contracts under grants and cooperative agreements and subcontract(s)] and that all subrecipients shall certify and disclose accordingly.

V. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (applies to federally funded grants only)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR, Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR, Part 67, Section 67.510, the applicant certifies that it and its principals:

- A. Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of federal benefits by a state or federal court, or voluntarily excluded from covered transactions by any federal department or agency.
- B. Have not, within a three-year period preceding this application, been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.
- C. Are not presently indicted for, or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with, commission of any of the offenses enumerated above.
- D. Have not, within a three-year period preceding this application, had one or more public transactions (federal, state, or local) terminated for cause or default.

Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

VI. OTHER OCJP CERTIFICATIONS AS APPLICABLE

Failure to comply with these requirements may result in suspension of payments under the grant or termination of the grant or both and the grantee may be ineligible for award of any future grants if the Office of Criminal Justice Planning (OCJP) determines that any of the following has occurred: (1) the grantee has made false certification, or (2) violates the certification by failing to carry out the requirements as noted above.

CERTIFICATION
<p>I, the official named below, am the same individual authorized to sign the Grant Award Agreement [line 13 on Grant Award Face Sheet], and hereby swear that I am duly authorized legally to bind the contractor or grant recipient to the above described certification. I am fully aware that this certification, executed</p>

on the date and in the county below, is made under penalty of perjury under the laws of the State of California.

Official's Signature: _____

Official's Typed Name: _____

Official's Title: _____

Date Executed: _____

Federal ID Number: _____

Executed in the County of: _____

THE BUDGET NARRATIVE
GOES HERE

No standard forms are provided for the budget narrative.

See General Instructions for details.

**THE APPLICATION APPENDIX
GOES HERE**

See Programmatic Instructions for details.

SAMPLE OPERATIONAL AGREEMENT

This Operational Agreement stands as evidence that the _____ (applicant agency) and the _____ (agency) intend to work together toward the mutual goal of providing maximum available assistance for crime victims residing in _____ (jurisdiction). Both agencies believe that implementation of the _____ proposal, as described herein will further this goal.

To this end, each agency agrees to participate in the program, if selected for funding, by coordinating/providing the following services:

1. The _____ (applicant agency) _____ project will closely coordinate the following services with the _____ (agency) _____ through:

- Project staff being readily available to _____ (agency) _____ for service provision through _____ (describe arrangements with the agency) _____;
- Regularly scheduled meetings _____ (how often) _____ between _____ (persons/positions) _____ to discuss strategies, time tables and implementation of mandated services.

* Specifically:

* List specific activities that will be undertaken between the two agencies or other specifics of the agreement.

We, the undersigned, as authorized representatives of _____ (applicant agency) _____ and _____ (agency) _____, do hereby approve this document.

For _____

For _____

Date _____

Date _____

